



Sequoia Union High School District

Job Description

JOB TITLE:	Translator / Assessor
REPORTS TO:	Director, English Learners & Categorical Programs
CLASSIFICATION:	Classified
SALARY SCHEDULE:	12.5
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	District Office
BOARD APPROVAL:	10/10/12

DEFINITION

Under general supervision of the EL Director: provide accurate assessments of students in English and assigned language in listening, speaking, reading, and writing using approved tests; translate official district documents and varied district communications; provide interpretation for parents.

EXAMPLE OF DUTIES

Performs a combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

Provide accurate assessments of students in English in listening, speaking, reading and writing using the California Language Development Test (CELDT), or other state-mandated assessment.

Accurately administer other assessments, as required, to complete the matriculation process.

May conduct primary language proficiency test for student placement, foreign language waiver, and new hires.

Under direction of the administrator, translate official district documents, as well as varied district, department, and school communications with high levels of accuracy, utilizing established formats and templates; provide interpretation for parents upon their request in a variety of settings.

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment.

Establish and maintain effective communications and positive relationships with school and district staff; respond to phone calls, emails, letters, and other communication; copy documents; maintain files, lift light objects.

Work with school improvement initiatives that close student achievement gaps between racial,

ethnic, and economic groups by working with all of the diverse communities.

Perform related duties as assigned.

QUALIFICATIONS

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school, and four years experience working in public schools supporting the learning process, providing assistance to parents/community members, and using the CELDT, and one of the following: completion of at least two years of study (48 semester units) in an institution of high education, associate's degree, pass the district paraprofessional test, or be No Child Left Behind (NCLB) compliant.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, and provide proof of insurance. Must pass tests to demonstrate proficiency in English and a designated second language. Overall scores in computer software testing program preferred as follows:

Keyboarding.....55 Correct WPM

Word.....80% Overall Score

Knowledge of:

Correct oral and written usage of English and other designated language(s). Testing and assessment of materials, policies, and procedures. Policies and objectives of assigned program and activities. Basic record-keeping techniques. Interpersonal skills using tact, patience, and courtesy. Technical aspects of field of specialty. Oral and written communication skills. Operate a computer, related software, and standard office equipment. Health and safety regulations.

Ability to:

Perform the basic function of the position. Read, write, speak, translate, and interpret English and a designated second or third language. Provide accurate assessments of students in oral and literary skills in assigned language(s). Test and enroll students. Establish and maintain cooperative and effective working relationships with others. Work independently with little direction. Determine appropriate action within clearly defined guidelines. Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. Operate a computer, related software, and standard office equipment. Lift light objects, such as translation equipment, according to safety regulations. Meet state and district standards of professional conduct as outlined in Board Policy.

LANGUAGE REQUIREMENTS (fluent in one of the following):

SPANISH: Required to speak, read, and write fluently in English and Spanish.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

Vision which can be corrected to a level sufficient to successfully read hand-written, typed

and computer-generated information and data, as well as computer terminal displays.

Hear and speak to translate effectively, and exchange information in person and on the telephone.

Dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally; lift light objects.

OTHER REQUIREMENTS

May require a valid California Driver License, and willingness and ability to travel to various sites within the Bay Area.

Ability to speak, read and write in a language other than English, preferably Spanish.